It’s a kind of magic

These questions prove that you don’t need technical knowledge to coach someone. These questions help the person to generate their own options and action plan – as if by magic. In this case it’s about meetings.

# Questions

1. Think of an area about meetings you want to change and write it at the top of the paper. This must be something you genuinely want to move forward.
2. Is your goal achievable in one step? If not, what are the intermediate steps you need to set yourself?
3. What don’t you like about the current situation?
4. What, if anything, have you tried already?
5. What was the outcome?
6. Where it wasn’t as successful as you had hoped, what were the reasons for this?
7. What are the consequences of not achieving your goal this time?
8. What other options might you consider?
9. Which of these can you see yourself trying next? Choose a maximum of two
10. When are you going to start? Pick a specific date.
11. What difference will this make?
12. What obstacles might you face?
13. How will you overcome them?
14. What support do you need and from whom?
15. What is a realistic timeframe for implementation? When will you see results?
16. How are you going to measure success?
17. Close your eyes and fast-forward in time to your end date. You have achieved your goal – success is yours! What are you seeing, hearing and feeling?
18. What are other people saying to you?
19. Finally, write down on a scale of 1 – 10, 1 being not at all and 10 being definitely, how committed are you to achieving your goal?

# Afterward

Ask about the commitment number and discuss as necessary.